

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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August 5, 2003

FROM: LEYDEN L. HAHN, Chief Information Officer
Information Services Department

**SUBJECT: INCREASE BLANKET PURCHASE ORDER #Z0512 FOR XEROX PRINTER
MAINTENANCE**

RECOMMENDATION: Approve increase to blanket purchase order #Z0512 for Xerox printer maintenance from \$25,000 to \$60,000.

BACKGROUND INFORMATION: On December 10, 2002 the Information Services Department released RFP #02-06 for Xerox printer maintenance services. A vendor was selected as a part of the RFP review process and a Contract to the Board was underway. During the process the selected vendor withdrew their offer of service. Under the terms of the original RFP #02-06, the proposals were only firm and binding for 120 days. On July 15, 2003 the Board approved issuance of a new RFP #03-05 for printer maintenance services.

At the beginning of FY03-04 Purchasing issued blanket purchase orders to two vendors totaling \$50,000 to provide time and material printer maintenance services during the RFP process. One of the two vendors notified the County recently that they were unable to provide the services as planned. This change resulted in the dependency of one vendor for printer maintenance services and reduced our expenditure authority to \$25,000. Based on current time and material printer maintenance cost this amount would be insufficient to cover actual services.

ISD is requesting to increase purchase order #Z0512 with Xerox from \$25,000 to \$60,000 to allow for continuation of printer maintenance services until the results of the RFP #03-05 are determined. Currently it is our expectation to select a vendor and present a contract to the Board by August 26, 2003.

Taking such action reduces the potential risk of ISD's Xerox 4635 and Xerox 4890 printers being out of service from inadequate maintenance that could critically impact production of County warrants, FAS reports, Human Services Systems welfare reports and other countywide departmental mainframe computer reports.

REVIEW BY OTHERS: This item has been reviewed by the County Administrative Office (Tracy Lindsay, Administrative Analyst) on July 24, 2003.

FINANCIAL IMPACT: The cost of Xerox printer maintenance services is estimated at a total cost not to exceed \$60,000 under purchase order #Z0512 through September 1, 2003. Printer maintenance cost was included in the Information Services Computer Operations Internal Service Fund (IAJ-COD) adopted budget for FY 2003/04.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the critical nature of maintenance for the Xerox 4635 and 4890 printers to maintain the unimpeded ability of County departments to print departmental mainframe computer reports.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Leyden L. Hahn, Chief Information Officer 388-5501

Record of Action of the Board of Supervisors

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